[Company name]

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Fire Safety Checklist

Keeping fire safety current: extinguishers, alarms, exits, and assembly points checked on schedule and faults fixed.

Site details

Building	[Building name]
Fire warden	**[Fire warden name]**
Assembly point	**[Assembly point]**
Alarm test day	**[Alarm test day]**
Extinguisher service	**[Extinguisher service provider]**
Check date	**[DD Month YYYY]**
Next check due	**[DD Month YYYY]**

Fire extinguishers

✓	Check	Result (OK / Fault / N-A)	Notes
	Extinguishers in place, seals intact, pressure in the green zone.		
	Extinguisher locations marked and unobstructed.		
	Service date within the last 12 months; next service date visible.		
	Damaged or discharged units reported to **[Extinguisher service provider]**.		

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Alarms and detectors

✓	Check	Result (OK / Fault / N-A)	Notes
	Alarm tested on **[Alarm test day]**; result logged below.		
	Call points checked and undamaged.		
	Detectors clean and unobstructed.		
	Fault panel shows no faults.		

Escape routes and exits

✓	Check	Result (OK / Fault / N-A)	Notes
	Fire exits clear of boxes, furniture, and clutter.		
	Exit signs lit and visible.		
	Fire doors closed, not propped open.		
	Corridors and stairwells clear.		
	Escape routes walked end to end once a month.		

Assembly point

✓	Check	Result (OK / Fault / N-A)	Notes
	Assembly point (**[Assembly point]**) clear and signposted.		
	Headcount procedure known to the fire warden.		
	Fire warden (**[Fire warden name]**) on site or a deputy named.		
	New starters briefed on exits, alarms, and the assembly point.		

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Completion

✓	Check	Result (OK / Fault / N-A)	Notes
	Extinguishers, alarms, exits, and the assembly point are all checked - no section skipped.		
	The weekly alarm test happened on **[Alarm test day]** and is recorded.		
	Faults have a fix date, and the last drill and extinguisher service are within their intervals.		

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Faults and corrective action

Record each fault found during this check and follow it to a fix date.

Fault	Location	Reported to	Fixed on

Sign-off

Checked by	[Fire warden name]
Date	[DD Month YYYY]

Document	Fire Safety Checklist
Version	2.0 (redesign)
Prepared by	[Name and role]
Owner	[Name and role]
Review date	[DD Month YYYY]